

ERRORS TO AVOID WHEN PREPARING A CREDITOR MATRIX

NO: Page Titles. If you must identify case number or name, type it on the BACK of the matrix (if paper)	Sally Doe Debtor Case No: 00 - 00000	
NO: All upper case. Use the normal mix of capitals and lower case letters, as if you were typing a pleading NO: Spelled out state. Always use the standard 2-letter abbreviation for the state (i.e, TX)	MULTI-TRONICS ANIMATION 8837 STRONG WAY, NORTH SUITE 10 BALTIMORE, MD 22222 OR 107 - D CASTLE BUILDING NORTH PARKWAY BLVD HOUSTON, TEXAS 22222	NO: Address too long. Each name/address block should be no more than 5 lines of 40 characters or less each. Do not provide alternate addresses for the same creditor in the same block
NO: Blocks too close Skip at least 2 lines between address blocks	Arctic Expeditions, Inc. 555 E. 21 st Avenue Anchorage, AK 22222	NO: Too small type. Use font size 10 or 12
NO: Account Numbers Never include account numbers on the matrix	Fire Protection, Inc. Account No. 887-3327889 444 North 44 th Street Hoquiam, WA 22222 ATTN: John Smith	NO: Attention Lines If you must use attention line, put it on the 2 nd line (directly below name)
NO: Disconnected Zip Code Separate any two groups of related digits with a dash, not a space (especially "zip + 4" codes)	Larry Miller, Jr. Landover Food & Beverage Suite 22222 Burg, MD 23333 1234	NO: Symbols The scanners cannot read symbols (if matrix must be scanned)
NO: Handwriting or Script Type Handwriting and script type can not be read by our scanners (if matrix must be scanned)	<i>Coopers & Lybrand</i> 345 Interstate 88 South Los Angeles, CA 22222 - 3 -	NO: Stray Marks No lines, symbols, stray marks, letterhead, page numbers or other non-address data should appear on the front of the matrix pages